

BY ORDER OF THE COMMANDER



SAFB SUPPLEMENT 1
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Supply

STANDARD BASE SUPPLY CUSTOMER'S PROCEDURES
TURN-IN PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume II, Part Thirteen, Chapter 4, 1 January 2001, is supplemented as follows: This supplement applies to organizations supported by SAFB Base Supply, including tenants and satellites. It does not apply to any geographically separated unit. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, **Records Disposition Schedule** (will become AFMAN 33-322, Volume 4).

★4.2.1.(Added)(SAFB). Credit policy for Air Force Stock Fund (Budget Code 9) states that credit will be allowed for all serviceable items coded expendable (XB) and non-expendable field level (NF) and non- due in from maintenance (DIFM) expendable field level (XF), provided that the quantity of each item turned in does not create an excess condition within Base Supply. Forced credit procedures provide full credit, but generally involve a supply error (including misidentification by depot) and require approval by the Supply Management Activity Group.

4.3. The contact point for organizations desiring Base Supply to pick up repairable consumable items downgraded to scrap is the Pickup and Delivery Element, ext 6-4167.

4.4.2. Excess supplies or equipment issued through Individual Equipment Element (IEE) will be turned in through the IEE. The determination of credit or noncredit will be the responsibility of the IEE based on the need or the resale of the item being turned in.

★4.8.(Added)(SAFB). Base Supply Inspection Element personnel determine whether or not a repairable or condemned item is damaged through other than fair wear and tear. If an item is

rejected for causes other than fair wear and tear, the property remains in the Receiving Element, and Equipment Management Element personnel are notified. Equipment Management Element personnel contact the organization to obtain proper relief documents. Upon receipt of proper documents, the item is processed by the Receiving Element. If relief documents are not processed within five workdays, the property is retained in a holding area and follow-up action initiated to the appropriate organizational commander to ascertain corrective action. Relief documents identified by this procedure are:

★4.8.1. DD Form 1131, Cash Collection Voucher.

★4.8.2. DD Form 362, Statement of Charges/Cash Collection Voucher.

4.11. When property for which components are missing or removed is authorized for turn-in, a complete listing showing stock number, description, quantity, and estimated unit cost of the missing/removed items accompanies the turn-in. Clearly indicate on the listing the reasons for items being short. This procedure is not to be construed as a means to account for components removed or missing through fault, neglect, or misconduct.

4.15. (Added)(SAFB) Forms Prescribed: DD Form 362, **Statement of Charges/Cash Collection Voucher**, and DD Form 1131, **Cash Collection Voucher**.

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Vice Commander